

**CHAPTER 5**  
**PRESIDENT AND BOARD OF TRUSTEES**

**Section**

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**§1-5-1: MEETINGS:**

(A) Regular:

The Village Board of Trustees shall hold its regular meetings at a suitable location convenient to Village residents, on the third Monday of each month at a time to be determined pursuant to legal notices as are required by Illinois statutes. (Ord. 94-370, 7-18-1994)

(B) Special:

The President or any two (2) trustees may call special meetings of the Village Board. Each Trustee shall be notified of any special meeting by written notice of the meeting delivered to each Trustee personally or to his residence not less than twenty four (24) hours prior to said meeting, or by mailing said notice to each Trustee not less than ninety six (96) hours prior to said meeting. Any Trustee may waive notice by written waiver of notice executed before or after the special meeting. In addition, notice shall be given as required by the Illinois Open Meetings Act (5 ILCS 120). (Ord. 66-1.2, 12-5-1966; amd. 1979 Code; amd. 2014 Code)

**§1-5-2: COMMITTEES:**

(A) Appointment:

There shall be appointed by the President, with the approval of the Trustees, the following standing committees, each of which shall consist of three (3) members unless a larger number is appointed by the President, and all of which committees the President shall be ex officio a member:

- Finance
- Police
- Public Health
- Public Utilities
- Roads and Highways
- Stormwater Management

The President, with the approval of the Trustees, may appoint such other committees as may be deemed necessary.

(B) Reports Of Committees:

Committees to which matters are referred shall report in writing on the request of the Board of Trustees. (Ord. 98-434, 11-16-1998)

**§1-5-3: PROCEDURE FOR CONDUCT OF MEETINGS, RULES AND REGULATIONS:**

(A) Order of Business:

The order of business to be observed at all meetings of the Board of Trustees shall be as follows, unless suspended by the corporate authorities:

1. Roll call of members.
2. Reading of minutes of the previous meeting and approval thereof.
3. Reports of officers.
4. Reports of committees.
5. Unfinished business.
6. New business.
7. Adjournment.

The above order of business may be suspended upon a majority vote of the Trustees present.

(B) Quorum:

A majority of the President and Trustees shall constitute a quorum.

(C) Questions of Order:

The Village President shall decide all questions of order and he or she and the Board of Trustees shall be governed in their decisions by parliamentary law as prescribed by "Robert's Rules of Order" as revised from time to time.

(D) Addressing Presiding Officer, Board:

1. Every Trustee, previous to speaking or making a motion, shall address himself to the presiding officer and shall proceed with his remarks only after being recognized and named by the chair. Remarks shall be confined to the question before the corporate authorities.
2. A Board member, when called to order by the President, shall thereupon discontinue speaking.
3. After appropriate announcement by the presiding officer: no member of the Board shall speak longer than five (5) minutes at any time except by consent of the Board; and in closing debate on any question, the speaker shall be limited to three (3) minutes except by special consent of the Board.
4. No person other than Board of Trustee members, the Village Clerk, Village President or Village Attorney shall address the Board of Trustees except at the discretion of the Village President or by consent of a majority of members present.

All remarks are to be addressed to the corporate authorities. In case of any disturbance, offenders may be ordered by the Village President to leave.

(E) Motions:

No motion shall be put to or debated in the Board or in committee unless it be seconded. When a motion is seconded, it shall be stated by the presiding officer before debate and every motion of the Board, except motions of procedure, shall be reduced to writing by the Village Clerk and the proposer of the motion shall be entitled to the floor before other Trustees. (Ord. 66-1, 10-31-1966; amd. 1979 Code)

**§1-5-4: PROCEDURE FOR PASSAGE OF ORDINANCES:**

The procedure for the passage of an ordinance shall be as follows:

- (A) A proposed ordinance may be introduced by any member of the Board of Trustees.
- (B) When first introduced, said proposed ordinance shall be read to the Board of Trustees by the Village Clerk, unless copies thereof have been distributed to the Board of Trustees.
- (C) The ordinance may then be referred to the proper committee for consideration and report, or may be called up for passage at the meeting at which it was introduced, or any subsequent meeting.
- (D) The voting upon the passage of an ordinance shall be by ayes and nays and the Village Clerk shall call upon each member of the Board of Trustees in alphabetical order and record his vote. The Village President shall not vote except as provided by State statute.

(Ord. 66-1, 10-31-1966; amd. 1979 Code; amd. 2014 Code)

**§1-5-5: INAUGURATION AND COMMENCEMENT OF TERMS OF ELECTED VILLAGE OFFICERS:**

The inauguration of newly elected Village officers shall occur at the first regular or special meeting of the Corporate Authorities of the Village in the month of May following such election of such officers, prior to items of new business on the agenda. (Ord. 95-380, 3-20-1995)

**§1-5-6: RULES FOR PARTICIPATION IN MEETINGS VIA ELECTRONIC MEANS:**

Members of any public body of the Village, including, but not limited to, members of the Village Board, may participate in meetings via electronic means, provided no such participation in such meetings shall occur via such means unless in compliance with the following rules:

(A) Purpose:

The purpose of these rules is to prescribe rules for the participation by members of a public body of the Village in meetings of such public body in accordance with the Illinois Open Meetings Act when such meeting is conducted wholly or partially via electronic means. These rules for participation in meetings by members of any public body of the Village via electronic means are intended to be consistent with and supplement the Illinois Open Meetings Act.

(B) Minutes Of Meetings:

Minutes of the public body of the Village shall reflect and record whether the members were physically present or present by means of video or audio conference.

(C) Limitations On Participation In Meetings Via Electronic Means:

The following rules shall apply for the participation in any meeting at which any member of a public body of the Village is participating through the use of audio, video, or other electronic conference means:

1. If a quorum of the members of the public body of the Village is physically present as required by the Illinois Open Meetings Act, a member of that body may attend the meeting by other means if the member is prevented from physically attending because of: a) personal illness or disability, b) employment purposes or the business of the public body, or c) a family or other emergency. "Other means", for the purposes of this section, shall mean attendance by video, audio, or other electronic means.
2. A quorum of members of a public body of the Village must be physically present at the location of an open meeting. A quorum of members of a public body of the Village must also be physically present at the location of a closed meeting. Other members who are not physically present at any open or closed meeting of such a public body may participate in the meeting by other means consistent with the rules set forth in this section and the Illinois Open Meetings Act.
3. If a member of a public body of the Village wishes to attend a meeting by other means, the member must notify the recording secretary or clerk of the public body before the meeting, unless such advance notice is impractical.
4. At the commencement of any such meeting of a public body of the Village, the presiding officer shall announce such method of attendance of those participating by other means to the public and the reason.
5. If the presiding officer of a public body of the Village attends the meeting through the use of other means, he or she shall vacate the chair and a duly elected or appointed temporary chair who is physically present shall preside.
6. When one or more members of a public body attend a meeting of such public body via other means, all votes shall be by roll call.
7. No more than two (2) members of a public body of the Village may attend a meeting through the use of other means at the same remote location.
8. When other means are used to allow a member of a public body to participate in a meeting without being physically present, each time a member using such other means wishes to speak, such member shall endeavor to identify himself or herself by name and be recognized by the presiding officer before speaking.
9. The Village staff or consultants of the Village are authorized to participate in the proceedings of any public body of the Village by other means.

(D) Member(s) Considered Present:

Any member of a public body of the Village shall be considered present wherein the member is present by other means wherein voices are received by any location. (Ord. 2006-011, 9-18-2006, eff. 1-1-2007)